



## CONTINUING STUDIES

### LETTER OF SUCCESSFUL COMPLETION/STUDENT EVALUATION FORM

The School of the Art Institute of Chicago (SAIC) records the courses for which a student registers on the permanent record. SAIC adheres to a credit/no credit grading system, as does Adult Continuing Education (ACE) in Continuing Studies (CS). The instructor may use this form to verify successful completion and give a written evaluation of student performance.

ACE courses are not offered for credit and are indicated by the grading basis AUD, or Audit, on the Registration Statement. Students enrolled in noncredit/audit courses at SAIC are required to attend all class sessions, successfully complete all coursework, and pay the tuition amount indicated on the Statement of Account.

If a student requires verification of successful completion of a course in lieu of credit or grade for purposes of reimbursement or any other reason, the student may request a Letter of Successful Completion/Student Evaluation Form, which is completed the instructor at the end of the course. The instructor may also use this form to give a written evaluation of student performance. The Letter of Successful Completion/Student Evaluation Form is for student use only, is not administered by Continuing Studies, and will not be documented on the permanent record. Both parties should sign the form, and the form should be returned to and retained by the student.

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Student name	Student ID
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Course title	Cat/Sec #	Term
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Instructor name

- Student has successfully completed the course
- Student has not successfully completed the course

Official grades are not offered for any SAIC courses. Instructors may assign a grade equivalent for evaluation purposes only. SAIC will not record this grade for any official or unofficial purposes.

Student has successfully completed the course with the following grade equivalent:

- A
- B
- C

Instructor comments:

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Student comments:

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Instructor signature

Date

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Student signature

Date